

## **Privacy statement Consejo B.V.**

### **(1) Collection and use of personal data of customers, suppliers and other contractors**

We would like to draw your attention to the fact that we will collect and use the personal data that you provide to us as this is necessary to conclude and execute any agreement with you. This applies both to our (potential) customers and to parties with whom we purchase goods and / or services.

If you are a (potential) customer of us, we use your data to send you a quotation, to be able to determine to which specifications or wishes a specific item or service has to comply, to be able to deliver goods or to be able to carry out work for you, provide invoices and communicate with you smoothly and efficiently about the implementation aspects of the agreement.

If you are a (potential) supplier or other contractor, your personal details are also necessary for the conclusion and execution of the agreement. In purchasing this is necessary to let you know to which specifications or wishes a particular item or service in our opinion must comply, to send a request for a quotation or to place an order, to pay your invoices and to communicate with you about other aspects of the agreement quickly and efficiently.

You are not obliged to provide us with your personal data. If you do not provide us with or insufficient personal data, then it is possible that we cannot perform the aforementioned activities

### **(2) Transfer to third parties**

In connection with the execution of a possible agreement with you, it is possible that we must provide your personal data to parties who supply parts, materials and products to us or carry out work on our instructions. We also use external server space for the storage of (parts of) our sales and purchasing administration, which includes your personal data. Your personal data is therefore provided to our server room provider. We also use Microsoft Office and the associated storage facilities for e-mails and other files. Because we use a newsletter mailing service, your personal data are finally passed on to the provider of this service

### **(3) Marketing**

If you have given us permission to do so, we will retain and use the personal data you provide to inform you in the future by e-mail about our existing and new products and services and extensions. Every time we send you an advertising mail, you have the opportunity to unsubscribe. See the unsubscribe link at the bottom of each mailing.

### **(4) Retention period personal data**

If you have requested a quote from us but you have not become a customer, we will not delete your data. If we have received an offer from you, but we have not become a customer of you, your personal data will not be deleted unless you have requested this in writing. If you have become our client or we are with you, we will keep your personal data. Deviations from this data can be made if this is requested in writing.

### **(5) Your rights**

You have the right to ask us to view your own personal data. If there is reason to do so, you can also request us to supplement your personal data or to change inaccuracies. You also have the right to request us to delete your personal data or limit the use of your personal data. You can also object to the collection and use of your data or file a complaint to the Dutch Data Protection Authority. Finally, you can request us to obtain your personal data or transfer that data to another person. In order to exercise your rights, you can contact: [info@consejo.nl](mailto:info@consejo.nl) or Consejo B.V., Kleine Veld 17, 7751 BG Dalen. You can also contact us with questions or for more information about the collection and use of your personal data.

*Dalen; 24-05-2018*